NDA
Nevada Department of Agriculture

Module 5 – Menu Planning for Self-Preparation and/or Vended Sites

Target Audience

- Designated Officials/Authorized Representatives
- Summer Food Service Program Administrators
- Menu Planners
- Kitchen Staff/Cooks

Estimated Time Required

- 40 minutes

Objectives

- Identify food components of each meal type
- Identify minimum serving size needed for a complete meal
- Identify credible food items
- Identify how to credit processed foods
- Identify family style as an option for camps
- Identify recordkeeping requirements for meals
- Identify requirements for vended meals

Tasks

- Read materials
- Review Web sites and resources
- Complete and submit online quiz

Meal Pattern Requirements

At a minimum, all reimbursable meals must include all of the required food components and serving sizes. Serving sizes depend on the type of meal component being offered. Using the resources listed below will be very helpful when planning menus:

Sample menus for SFSP breakfast, lunch/supper and snacks are available in the United States Department of Agriculture (USDA) SFSP "Nutrition Guidance for Sponsors" handbook. The guidance materials are on the USDA's SFSP Resource Web http://www.fns.usda.gov/sfsp/handbooks or in the SFSP resource section on the NDA CNP website at http://nvcnp.doe.nv.gov

SFSP Meal Patterns: (See Module 3 if utilizing Offer versus Serve)

Breakfast must contain all of the following food components in the serving sizes indicated:

- Milk — 8 ounces
- Vegetables and/or Fruits — ½ cup
- Grains and Breads — 1 serving or 1 ounce (see Grain/bread chart in USDA Food Buying Guide)

Lunch or Supper must contain all of the following food components in the serving sizes indicated:

- Milk — 8 ounces
- Vegetables and/or Fruits — ¾ cup portioned in 2 or more items
- Grains and Breads — 1 serving or ½ cup (see Grain/bread chart in USDA Food Buying Guide)
- Meat and Meat Alternates — 2 ounces, cooked

Snack (supplement) it must contain two different food components from the following list in the serving sizes indicated:

- Milk — 8 ounces
- Vegetables and/or Fruits — ¾ cup
- Grains and Breads — 1 serving or ½ cup (see Grain/bread chart in USDA Food Buying Guide)
- Meat and Meat Alternates — 1 ounce, cooked

Meal Pattern Requirement Exceptions

All sponsors must adhere to the SFSP meal pattern requirements with the following exceptions:

- Meals for infants 1 year of age and younger must be preapproved by the State agency and comply with the Child and Adult Care Food Program (CACFP) infant meal pattern located in the Introduction/Meal Pattern section of the USDA Food Buying Guide.
- Meals for children ages 1 through 6 may be preapproved by the State Agency to follow the CACFP meal patterns for their age group. These meal patterns can be found in the Introduction/Meal Pattern section of the USDA Food Buying Guide.
- Meals for children ages 12 through 18 may be served larger portions of the required food components.
- School Food Authorities (SFAs) may use the SFSP meal pattern or the National School Lunch (NSLP) and School Breakfast Program (SBP) meal patterns they utilized during the traditional school year.
- SFSP sites that choose to follow the meal pattern of another Child Nutrition Program must follow all of that Program's meal pattern standards. **This module focuses on the SFSP meal pattern and standards only.**
- A child with a disability that restricts his or her diet is entitled to receive special meals. A written medical statement must be signed by a licensed physician when the child is disabled and must identify the child's disability, major life activities affected, food or foods to be omitted and the food or choice of foods that must be substituted. Special diets due to a documented disability are required by regulation. Additional information is in the USDA 2015 Nutrition Guidance for Sponsors.
- Food substitutions may be made for a child who does not have a disability but is medically certified as having a special medical or dietary need. These written medical statements can be signed by a physician, physician's assistant, or nurse practitioner. These substitutions are not required by regulation but sponsors are encouraged to accommodate these requests when feasible.

Creditable and Non-Creditable Foods

Milk

Creditable milk-must be fresh, fluid, and pasteurized and may include:

- Unflavored or flavored fat-free, low-fat, reduced-fat, or whole milk
- Buttermilk
- Acidified milk (kefir and acidophilus)
- Lactose-reduced milk and
- Milkshakes containing the minimum required eight ounces of creditable fluid milk

Not Creditable as milk-products include the following:

- Cheese, yogurt and drinkable yogurt, frozen yogurt
- Non-pasteurized milk (raw milk), imitation milk, cream
- Rice, coconut, soy milk, almond milk, and other nut milks
- Non-fortified goat's milk
- Non-dairy creamers, dried milk (including reconstituted)
- Liquados
- Milk incorporated into recipes
- Non-fat dry milk reconstituted with water
- Ice cream or pudding

Milk tips

At breakfast and snack, milk can be used on cereal or as a beverage or both. At lunch or supper milk must be served as a beverage. It is recommended you serve low-fat milk to children 2 years old and above. School Food Authorities following the National School Lunch (NSLP) and School Breakfast Program (SBP) meal pattern must follow the regulation requirement for types of milk allowed in those programs.

Vegetables and/or Fruits

Creditable as Vegetables and/or Fruits

- Fresh fruit and vegetables
- Full-strength fruit or vegetable juice. Juice drinks with at least 50-percent-strength juice must be served in a larger portion size to equal full strength (ex: 1cup 50% strength credits as 1/2cup)
- Dried beans and dried peas (these may also be credited as meat alternates, but not as both components in the same meal)

Not Creditable as Vegetables and/or Fruits

- Ketchup (or catsup), chili sauce, pickle relish
- Chips, Sticks (banana and potato)
- Coconut
- Fruit in yogurt, jelly, jam and preserves
- Drinks or popsicles with less than 50 percent juice
- Popcorn
- Potato chips

Vegetables and/or Fruits tips

- Use two or more servings of different vegetables and/or fruits for lunch and supper.
- The minimum serving size is 1/8 cup to credit towards the vegetables and/or fruits requirement.
- Include various forms such as raw or cooked, fresh, frozen, canned in juices, or dried.
- Do not serve two forms of the same fruit or vegetable in the same meal. Example: an orange and orange juice, or an apple and applesauce are combinations that must not be used.
- Combination fruits and vegetables are counted as one fruit/vegetable. Example: fruit salad or peas and carrots.
- Small amounts (less than 1/8 cup) of onions, pickles, relish, catsup, jams or jellies, or other condiments may be added for flavor or garnish as "other foods". These do not count toward fruit/vegetable requirement.
- Full-strength, pasteurized 100-percent juice may be served. At lunch or supper, no more than one half of the fruit/vegetable requirement (3/8 cup) can be met by serving juice. Juice drinks

with at least 50-percent-strength juice are permitted, but not recommended, because of the larger volume needed to meet the equivalent amount of full-strength juice.

- **Juice cannot be served when milk is the only other snack component.**

  Serve a variety of vegetables and fruits to ensure a nutritionally well-balanced meal.

Grains and Breads Requirements

Creditable as Grains and Breads

- Breads and rolls
- Biscuits, bagels, muffins, tortillas, crackers
- Cooked cereal grains (rice, bulgur, oatmeal, grits)
- Ready-to-eat breakfast cereals (cereal must be whole-grain, enriched, or fortified)
- Pasta (cooked macaroni/noodle products)
- Hard pretzels and breadsticks

Not Creditable as Grains and Breads

- Potatoes and corn (credit as vegetables)
- Canned hominy
- Nut or seed meals and flours
- Tapioca
- Ice cream cones
- Potato chips, candy coated popcorn, popcorn

Grains and Breads tips

- Sweet snack or breakfast items should not be served more than two times per week. **Sweet grain/bread items are not allowed for lunch.**
- Refer to Grain/bread chart in the USDA Food Buying Guide for allowable grains and breads items and minimum serving sizes.

Meat and Meat Alternatives Requirements

Creditable as Meat and Meat Alternates

- Poultry, fish, lean meat
- Cheese, yogurt, eggs
- Cooked dried beans or dried peas, nut or seed butters, nuts and seeds. Nuts and seeds can only contribute 50 percent of the serving requirement.

Not Creditable as Meat and Meat Alternates

- Tofu, allowed in NSLP and SBP but not in SFSP meal pattern
- Drinkable and frozen yogurt
- Cream cheese
- Bacon
- Wild game/home canned meats
- Non-inspected meat or seafood
- Processed meat products with no Product Formulation Statement (PFS) or no Child Nutrition (CN) Label (ex.: chicken nuggets, chicken patty, pizza, fish sticks, etc.)
- Any meat product that has not been inspected by USDA
- Cheese food or cheese product, cream cheese, Neufchatel cheese, imitation cheese, powdered cheese

Meat and Meat Alternative Tips

- A serving consists of the edible portion of cooked lean meat or poultry or fish.
- Check the USDA Food Buying Guide (FBG), Child Nutrition (CN) Label or Product Formulation Statement (PFS), referenced later under **Crediting Foods,** when using processed lunch meats like

turkey and ham. Most **are not** equivalent to 1 ounce product equal to 1 ounce meat/meat alternative.

- Nuts and seeds may not be more than 50% of the meat and meat alternate for lunch or supper. Nuts and seed must be combined with another meat/meat alternate to fulfill the lunch or supper requirements. For determining combinations, 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish.
- For breakfast and snack, you may serve 4 ounces (weight) or ½ cup (volume) of plain, sweetened, or flavored yogurt to equal one ounce of the meat/meat alternate component. For lunch and supper, you may serve 8 ounces (weight) or 1-cup (volume) of yogurt to equal 2 ounces of the meat/meat alternate component.

NOTE: It is not recommended that peanut butter be used to meet the full 2 oz. meat/meat alternate requirement for lunch or supper. A sandwich made with 4 Tbsp. of peanut butter is usually too thick and difficult for children to consume.

To assist with purchasing the correct amount of food and to determine how each food contributes to the meal pattern requirements, refer to the USDA Food Buying Guide (FBG) for Child Nutrition Programs on USDA's Web page at http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs.

The FBG Calculator is located on the National Food Service Management (NFSMI) Web page at http://fbg.nfsmi.org/.

If you cannot locate a product in the FBG, you need to use either a Child Nutrition (CN) Label or Product Formulation Statements (PFS), which will be described below. Examples of food items that require a PFS or a CN label include, but are not limited to frozen burritos, frozen pizza, luncheon meats, chicken nuggets, fish sticks, prepared sandwiches, fruit smoothies, and French toast.

Crediting Processed Foods

Child Nutrition Labels are part of the USDA labeling program that provides assurance for Child Nutrition (CN) labeled products and allow manufacturers to state a product's contribution to the meal pattern based on a specified serving size.

You must retain a copy of the actual CN label off of the package for three years following the end of the program year. A photo or photocopy is acceptable if label is difficult to remove. CN labels should

be obtained prior to using processed products. The CN Label must have all the elements listed below:

- The contribution to the meal pattern in a special format
- CN logo with the contribution
- Month and year of approval
- The product identification number assigned by USDA FNS (in the example below the number is blocked out*)

Sample CN Labels

Below are examples of two USDA CN labels. Both CN Labels have an USDA identification number on the top right corner.

CN

087152

CN Twelve 0.27 oz. fully cooked popcorn chicken, chicken pattie fritters provide 2.00 oz. equivalent meat/meat alternate and 1.00 oz. equivalent grains for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 04/13). CN

CN

CN

075112

Each 3.33 oz Fully Cooked Eggs-n-Sausage Pistolette provides 1.25 oz equivalent Meat/Meat Alternate and 1-1/4 servings of Bread for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 08/09.

CN

CN

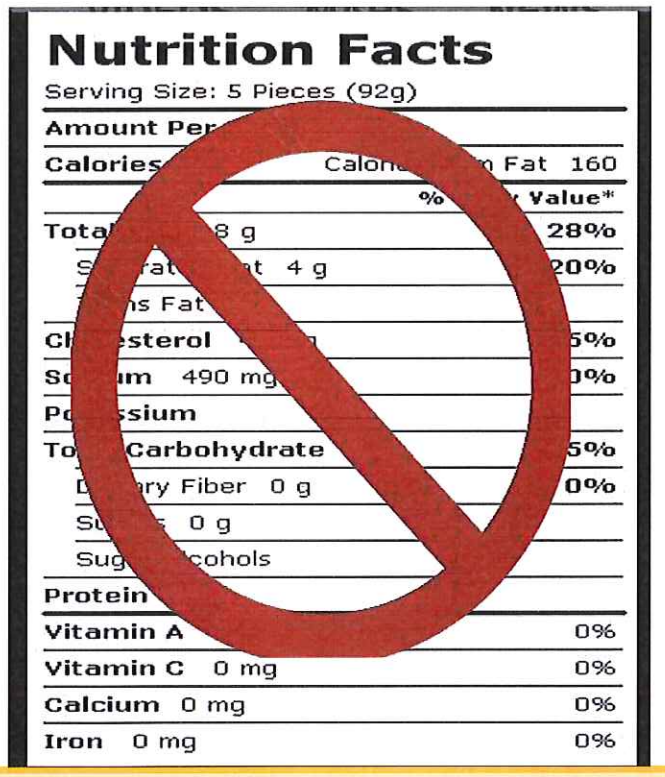
The CN label identification number is listed on the USDA Authorized CN Labels list as shown below.

CN #	EST #	Product Description	Expiration
087152	P1325	FULLY COOKED WHOLE GRAIN CRISPY POPCORN CHICKEN	4/22/18
087153	P1325	FULLY COOKED WHOLE GRAIN HOT AND SPICY POPCORN CHICKEN	4/22/18
075112	8214	EGGS-N-SAUSAGE PISTOLETTE 115	08/31/14
075115	018F	1.0 OZ PC POLLOCK FISH STICKS	08/10/14
075116	018F	1.0 OZ PC POLLOCK STICKS- LIME FLAVORED	08/10/14
075117	018F	1 OZ PC POLLOCK NUGGETS	08/10/14

When the food item package provides the CN label, the sponsor does not have to obtain any other documentation that the food is creditable.

Sponsor should keep a copy of the CN label for the SFSP Administrative Review

The Nutrition Facts label cannot be used to satisfy the SFSP Meal Pattern requirement.



Product Formulation Statements

Product Formulation Statements (PFS), also known as Food Product Specifications, are required for all processed foods (including processed USDA Foods) used to meet meal pattern requirements which do not have CN labels.

- PFS must be retained for three years following the end of the program year.
- Sponsors are responsible for checking any calculations on the manufacturer's PFS to ensure their accuracy and re-checking them on an annual basis.
- Sponsors are responsible for determining that creditable ingredients listed in the PFS match a description in the FBG.
- PFS should be obtained prior to using processed products.
- PFS are to include the following:
    - Product name, code number, manufacturer
    - The type and weight of meat/meat alternate
    - Pertinent information on alternate protein product (APP), if applicable
    - Type and weight of cooked grain product and ingredient listing
    - Type and weight or volume of fruit and/or vegetable
    - Signature of company representative on manufactures letterhead, a signature of a salesperson does not qualify
    - Date signed
- To obtain a Product Formulation Statement contact the manufacturer or vendor from whom you purchase the product or look on manufactures Web site to obtain the signed PFS. If the PFS is not available then:
    - Select another vendor who has a PFS
    - Select another product that does have a PFS
    - Make the product from scratch
    - Do not claim the meal for reimbursement

If you need assistance, please contact the State agency. The State agency maintains a file of products that meet the CN requirements and may be able to suggest items that can be obtained from your vendor.

A Reviewer's Checklist for Evaluating a Manufacturer Product Formulation Statement (PFS) for Meat/Meat Alternate Products is available on the USDA Web page at http://www.fns.usda.gov/sites/default/files/reviewer_checklist.pdf.

Templates for documenting the meat/meat alternate (M/MA) and the grains components are also available on the USDA Web page at http://www.fns.usda.gov/sites/default/files/PFSmma.pdf.

For further information on Guidance for Accepting Processed Product Documentation for Meal Pattern requirements, see the USDA 2015 Administrative Guidance for Sponsors.

Offer versus Serve

Offer versus Serve (OVS) is discussed in detail in Module 3 – Meal Counting and Site Operations

Family Style

Family Style meals may be served at **camps and closed enrolled sites only**. For more information refer to the USDA 2016 Administrative Guidance for Sponsors.

Resources for Meal Pattern Requirements

- USDA SFSP Handbooks including the "Nutrition Guidance for Sponsors" can be accessed at the USDA Web site at: http://www.fns.usda.gov/cnd/summer/library/handbooks.html
- USDA Team Nutrition Web site (includes resources to help with menu planning and nutrition education materials for the classroom) http://teamnutrition.usda.gov/library.html

Menu Records for Self-Preparation Sites

Resources

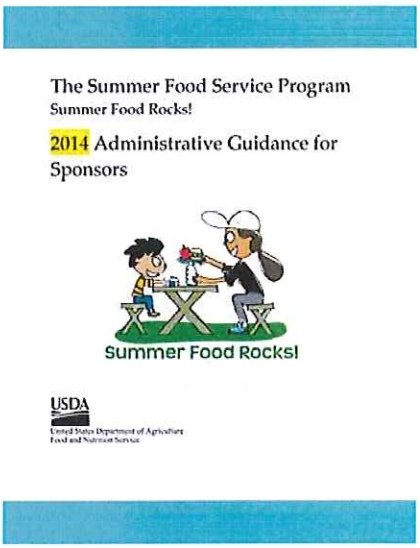
The following are several resources available to use when completing Menu Records:

- USDA 2016 Nutrition Guidance for Sponsors
- USDA Food Buying Guide
- Child Nutrition (CN) labels
- Product Formulation Statements (PFS)
- Standardized Recipes

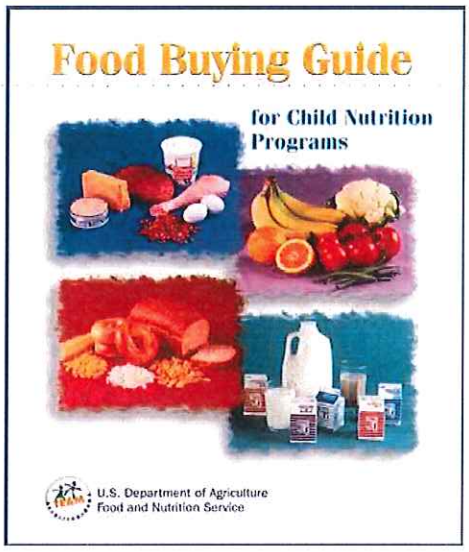
Nutrition Guidance for Sponsors

The USDA Nutrition Guidance for Sponsors includes:

- Menu Planning ideas
- Recommendations for Meal Service
  - Selecting and Training Staff
  - Food Purchasing and Receiving
  - Food Service Quality
- Food Storage
- Food Safety


The Summer Food Service Program
Summer Food Rocks!
2014 Administrative Guidance for Sponsors
Summer Food Rocks!
USDA
United States Department of Agriculture
Food and Nutrition Service

Food Buying Guide



The Food Buying Guide (FBG) includes the following:

- Food safety warnings
- Calculation examples
- Tables and charts
- Current SFSP meal patterns
- Updated Fruit and Vegetable sections
- Grain/Breads instruction and flow chart
- Expanded index
- Appendices

Child Nutrition Labels and Product Formulation Statements:

CN Labels and PFS are discussed under **Crediting Processed Foods** in this module.

Standardized Recipes

The use of standardized recipes produces products consistent in both quality and quantity. The components of a standardized recipe include:

- The name of the recipe
- An ingredient list
- Weights and/or measures of ingredients
- Preparation directions
- Pan Size
- Yield with number of servings
- Serving size and how to serve the product
- Nutrients per serving, optional

NSLP, SBP and CACFP standardized recipes including the recipe's contribution to the meal patterns can be found on the NFSMI Web page at http://nfsmi-web01.nfsmi.olemiss.edu/Templates/TemplateDefault.aspx?qs=cElEPTEwMg and http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cElEPTYzJmlzTWdyPXRydWU.

Menu Production Records (MPR)

Menu Production Records are an optional tool that sponsors can utilize to keep track of meals prepared and served. MPRs are excellent tools and recommended to help avoid meals being disallowed due to missing components. A sample Menu Production Record can be found in the SFSP resource section of the NDA CNP system.
MPRs are usefully to:

- Plan menus
- Record exactly what was prepared and served
- Prevent food waste
- Provide information for future food preparation

Menu Records

SFSP regulations do not require MPRs, (refer to USDA Policy Memo SFSP-09-2014) but regulations do require sponsors to maintain records which document all meal pattern requirements are met. To meet this requirement sponsors **must have**:

- Menus listing food items served to meet component requirement. It is recommended the menu include portion sizes and contribution to the meal pattern.
- Substitution(s) recorded on the menu
- Daily meal count sheets
- Child Nutrition (CN) labels or Product Formulation Statements (PFS) for all commercially prepared foods
- Itemized receipts/invoices to document enough food was purchased or obtained

  Inventory of food items in purchase unit indicating what comes in and goes out of the program (see Inventory Control Sheet – USDA Administrative Guidance Manual for Sponsors, Attachment 17)

In addition, it is strongly recommended sponsors who prepare their own meals:

- Use and maintain standardized recipes
- Keep detailed records regarding menu, portion size, and contribution to meal pattern of each required component.
- Transport records or delivery receipts are strongly recommended for sponsors who prepare their own meals. The record should provide sufficient detail to document compliance with SFSP requirements. The transport or delivery receipts are the sponsor's help to identify the meal served matched the menu for that day, unless a substitution has been indicated. The site supervisor or designated site personnel should:
    - determine what meals they are signing for on the delivery slip,
    - check the quantity,
    - ensure that meals meet the meal pattern requirements,
    - note any errors/differences on the delivery slip, and
    - maintain the signed detailed delivery slip to support the sponsors claim for reimbursement.

Web sites for SFSP Nutrition and Program Resources

- For resources to assist with the overall management of the SFSP, see the USDA Web page at http://www.summerfood.usda.gov/Managing.htm

SFSP Contracting for Vended Meals

Food Service Management Companies

In the SFSP, the term "food service management company (FSMC)" means any commercial enterprise or nonprofit organization with which a sponsor may contract for preparing unitized meals, with or without milk, for use in the program. Food Vendors will be the term used in this document for FSMC.

Food vendors include:

- Public or private School Food Authority (SFA)
- Commercial food service management company
- Private nonprofit organization

Food vendors are used when:

- A sponsor does not have the facilities or staff to prepare meals
- A sponsor establishes sites in multiple areas and lacks the ability to deliver meals to those locations

Factors to consider when deciding whether to use a food vendor:

- Sites are unsuitable for meal preparation
- Cost of food
- Number of meals needed
- Number of sites
- Quality of the meals
- Hot, cold or combo of hot and cold meals
- Meals picked up or delivered
- Meals purchased unitized (complete packaged meal with or without milk) or purchased in bulk (non-unitized)

Note: Bulk (non-unitized) food contracts require prior approval from Nevada Department of Agriculture (NDA).

Standard Food Service Agreement versus Invitation for Bid (IFB)

- Sponsors must use either the standard agreement or the IFB procurement method but not both.
- Sponsors should not mix the standard agreement forms with the IFB forms to make a vending packet.

Sponsors may use the Standard Food Service Agreement under the following conditions:

- Vending cost will be LESS than $150,000
- Vending from a school district regardless of the cost
- Vending from another SFSP sponsor regardless of the cost

Sponsors must use the Invitation for Bid (IFB) formal bid procedures when:

The annual aggregate value of all meals for all Child Nutrition Programs purchased is equal to or over $150,000 and the sponsor is not using a school district or another current SFSP sponsor.

Sponsors may use the Invitation for Bid/Request for Proposal if:

- The annual aggregated value of all meals purchased is LESS than $150,000, but the sponsor wants to compare costs
- The sponsor wants to obtain a variety of meal/component offers and will use a request for proposal (RFP) bid process

Vending Forms

Sponsors who do not use the SFSP vending forms must:

- Ensure all required federal and state language is included in their vending agreement.

Ensure vending agreement clearly defines the responsibilities of both the sponsor and the vendor.

- Ensure that any deviations from the approved State agency template are submitted and approved by the State agency before finalizing the contract.

Vending Agreements/Contracts Requirements

Before entering into a vending agreement or contract, ensure that:

- Vendor allows meal orders to be adjusted according to sites' specific needs and timeframes.
- Contract does not require a minimum number of meals to be ordered on a daily basis.
- SFSP Meal Pattern is strictly followed by your agency and the vendor.
- If vending from a school district, the school district/school must fully explain their menu to ensure a reimbursable meal is purchased and served.
- There is an agreed-upon price of the specified meal and/or supplement.
- All meals, including snacks, meet the SFSP's Meal Pattern.

Specifications

Specifications that a vendor must include in the standard food agreement and the bid packet include:

- Start and end date
- Unitized meals specify with or without milk
- Delivery or pick-up of meals
- Time frame when meal orders can be adjusted
- Time frame of when sponsor will notify the vendor of cancelled meals or terminated sites

Duration of a Standard Agreement or IFB/RFP

The duration of agreements, Invitations for Bid (**IFBs**) and Request for Proposals (**RFPs**) is one year.

Exception to the rule – With SFSP's approval, sponsors who follow all of the vending steps and include all of the required language in their agreement/contract may be allowed to extend their agreement/contract for one year up to four times.

Monitoring the Vending Agreement/Contract

Monitoring the vendor's performance on a daily basis is very important to ensure that:

- Meals meet the SFSP Meal Pattern
- Meals are safe, fresh and edible
- Meals include a variety of foods
- Meals are liked by the children and are eaten
- Convenience foods have either a CN Label or Product Formulation Statement

Site supervisors must report all concerns immediately to their sponsor.

The transport/delivery slip must provide sufficient detail to document compliance with SFSP requirements. The delivery slip is the sponsor's only identifier that the meal served matched the menu for that day, unless a substitution has been indicated. Although the Federal regulations do not specifically define what should be addressed on the delivery slips, the site supervisor or designated site personnel should:

- Determine what meals they are signing for on the transport/delivery receipt
- Check the quantity by verifying and recording the number of complete meals that were delivered
- Note any errors/differences on the transport/delivery receipt
- Ensure that meals meet the meal pattern requirements
- Take food temperatures upon delivery
- Inform their sponsor of any unacceptable meals or food items
- Sign the transport/delivery receipt confirming the specific number of complete meals
- Forward the transport/delivery receipt to their sponsor's office
- Maintain the signed detailed transport/delivery receipt to support the sponsors claim for reimbursement.

Vendor Disallowances

Violations that would cause disallowances in the vendor's payment:

- Delivering meals that are not complete
- Delivering meals that are spoiled or not edible
- Delivering meals outside the designated delivery times
- Delivering meals with substituted meal and/or food items without approval

Nonperformance by a Vendor

If a vendor fails to follow the contract requirements, the sponsor must:

- Notify the vendor in writing
- Specify what the vendor must do to correct the problem and by what date
- If corrective action is not successful, the sponsors may terminate the vending contract with a 60- day written notification to the vendor.

Commercial Food Service Vendor Requirement (CFSV)

The sponsor must ensure all procurement of food, supplies, goods, and services meet the United States Department of Agriculture's, Title 7 *Code of Federal Regulations*, and the Uniform Federal Assistance Regulations 3015 (7 CFR Part 3015).

The sponsor **cannot** delegate the following SFSP responsibilities in the contract to the vendor:

- Ordering meals
- Monitoring sites
- Enforcing corrective actions
- Training administrative or site staff
- Preparing program applications
- Preparing any SFSP documents other than the Menu Production Records, standardized recipes
- Managing any part of the SFSP

Sponsors must also **avoid** the following:

- Specifying a minimum price
- Allowing loans, benefits, terms, or conditions to be made to the sponsor by the CFSV
- Allowing nonfood items that are not essential to the meal service to be in the vending agreement

Note: Sponsors must not allow vendors to develop prepare or modify the contract forms.

Invitation for Bid and Request for Proposal

- When using the IFB, the sponsor develops a cycle menu that the vendor will use to submit their bid.
- When using the RFP, the sponsor is allowing the vendor to prepare a cycle menu, with serving sizes, and submit it with their proposed unit price.

Bid Requirements

The bid packets must include:

- Cycle menu (either the IFB sponsor developed cycle menu or the RFP vendor developed cycle menu)

Note: Menus must be approved by the State prior to submission in the bid packet.

- SFSP Meal Pattern
- Product Formulation Statements (PFS) and/or CN Labels and meal quality standards
- Certification from the Contractor stating they will comply with all meal and component requirements set forth in the federal regulations, 7 CFR Part 225
- Language that subcontracts are prohibited
- Nonfood items essential for conducting the food service
- Specific location of the meal sites
- Number of meals required for each site
- Special meal requirements to meet ethnic or religious needs or dietary modifications for children with special physical or medical needs, only if these are necessary to meet the needs of the children to be served.

Requirement for Bid Openings

Per the Code of Federal Regulation part 225, each State agency shall have a representative present at all food service management company procurement bid openings when required to go out to bid. The sponsor must notify and invite NDA staff, no fewer than 14 days before the bid opening, to attend the bid opening.

NOTE: If NDA is not present, bids are considered non-responsive and the sponsor must begin the bid process again.

Announcing the Bid Opening

Sponsors must:

- Submit a draft of the public announcement to NDA for approval.
- Publicly announce all IFBs at least once in the Legal Notices section of the daily newspaper or trade journal no fewer than 14 days before the public opening of the bids.

The public bid announcement must include:

- The agency's name and address of where bids are to be submitted
- How a vendor can obtain a copy of the bid specifications, or the announcement must include a complete description of the specifications
- Date and time for submitting bids
- A statement that only sealed bids will be accepted
- A statement that the bid opening will be public and includes the time and place of the bid opening
- Information that the contract will be awarded to the bidder who is the lowest, most responsive, and responsible bidder

IFB/RFP Procedures

The sponsor must:

- Allow for fair and open competition among vendors
- Keep all documentation of their IFB/RFP efforts
- Sponsor must try to obtain a minimum of three potential vendors for determining the best value
- Submit to the NDA a complete IFB/RFP package that includes:
  - Advertisement
  - Certificate of Independent Price Determination
  - Copies of all bids received (including bid bonds)
  - Reason(s) for your selection
  - Sponsors must wait for NDA's response to vendor selection before signing the contract. After NDA approves the selection; the sponsor may then submit the signed contract page to NDA.

Required Bond

All contractual agreements totaling $150,000 or more require a bid bond and a performance bond from the vendor.

- The bid bond must be between 5 and 10 percent of the value of the contract.
- The performance bond must be between 10 and 25 percent of the value of the contract.
- Both bonds must be obtained from a surety company listed on the U.S. Department of Treasury Web site at http://www.ustreas.gov.

Additional IFB/RFP Requirements for Vendors

- Provide health certification and inspection for all facilities used for meal preparation.
- Maintain records supported by delivery/transport records, purchase orders, menu records.

Awarding the Contract

Sponsors must award the contract to the:

- Most responsive bidder – the one whose bid conforms to the IFB's terms, conditions, and requirements
- Lowest bidder – if the vendor is not the lowest bidder, provide justification for your selection
- Responsible bidder – the one whose bid will adhere to the food service contract and all the applicable provisions of the Title 7 CFR Part 225

Sponsors should award the contract at least two weeks before starting the SFSP.

Renewal applications cannot be approved unless all steps of the IFB/RFP and contract have been completed and submitted.

Resources

Sponsors reaching the $150,000 threshold or wishing to bid for more competitive pricing should contact the State agency for assistance.

Your summer food staff at the Department of Agriculture, Food and Nutrition Division is the best resource for questions you may have about SFSP requirements.

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